



WAASEGIIZHIG
NANAANDAWE'IYEWIGAMIG

**EMPLOYMENT
OPPORTUNITY**
6-month contract

Clinic Assistant

We provide primary health care through a range of options including prevention, assessment, diagnosis and treatment. Our team includes health professionals, educators and support workers representing both traditional Indigenous and contemporary models of care, and uses wholistic health and community development concepts.

This position supports optimal client care by welcoming clients and obtaining initial information required to provide effective care; ensuring clinic rooms are adequately stocked and cleaned to infection control standards; maintaining a supply of sterile equipment and supplies; and maintaining equipment and supply inventories. Backup support for front desk positions when necessary.

NOTE: Traditional practices involve burning sacred medicines including tobacco, sweetgrass, sage and cedar within the work setting.

QUALIFICATIONS:

- Personal Support Worker Certification is an asset;
- experience working in an Indigenous organization and ability to understand and speak Anishinaabemowin a definite asset;
- excellent interpersonal and problem-solving skills, and demonstrated ability to communicate effectively;
- strong organizational and inventory management skills;
- demonstrated ability to work independently and be an effective team member;
- knowledge and understanding of infection control practices;
- strong commitment to ongoing training (some on the job training will be provided);
- valid drivers' license and own vehicle required; copy of current drivers' abstract required;
- current criminal records check;
- proof of immunization in compliance with policy requirements is mandatory for employment;
- positive attitude and capacity to act as a healthy lifestyle role model.

APPLICATION DEADLINE: Open until filled

Please send resume with covering letter and three references, to:

Clinic Assistant Position

Email: hrteam@wnhac.org

Website: WNHAC.org

Fax: (807) 467-8341

Phone: (888) MYWNHAC

We thank all applicants for their interest in this position; however, please note only those selected for an interview will be contacted. As an Indigenous employer we encourage First Nations, Inuit, and Metis applicants to apply.